



# NEBRASKA INDIAN COMMUNITY COLLEGE

## VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description, contact HR.

**POSITION: Dakota Program Assistant (*Part-time, Non-Exempt*)**

**REPORTS TO: Extension Program Director**

**CLOSING DATE: Until Filled**

**LOCATION: NICC Santee Campus**

**RATE OF PAY: \$15/hr**

### POSITION SUMMARY:

The Dakota Program Assistant will be responsible for the implementation of Dakota Elder gatherings and activities for the communities in which NICC serves. Will be responsible for creating purchase requests, getting food items set up, making sure that the Elders have a space to meet, keeping accurate notes on each meeting, recording each meeting as appropriate, and ensuring that the Elders' voices are heard.

- Provide feedback to NICC faculty
- Organize and host Dakota Elder Meetings
- Provide guidance on Dakota traditions and teachings to Native and Non-Native learners
- Develop succession training for future Dakota language and cultural teachers
- Work with the college staff as well as Elders and Community in programming and goals
- Other duties as assigned.

### MINIMUM QUALIFICATIONS (REQUIRED):

Associates degree level in related discipline preferred or other related experiences

Must have knowledge of Santee Sioux tribal history, culture and customs

Knowledge of culturally based foods

Proficient in computer applications, Strong verbal and written communication skills

**SPECIAL INSTRUCTIONS TO APPLICANTS:** Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, color, creed, religion, sex, national origin, age, marital status, or veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

**HOW TO APPLY:** You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. **FACULTY:** Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of transcripts, and (4) an NICC Application. Please send your application materials to Anthony Warrior at [SanAWarrior@thenicc.edu](mailto:SanAWarrior@thenicc.edu) or drop off at the Santee Campus.

NICC (South Campus)  
1111 Hwy 75  
Macy, NE 68039  
Phone: 402-837-4183

NICC (West Campus)  
North River Road  
Niobrara, NE 68760  
Phone: 402-494-2311

NICC (North Campus)  
2605 ½ Dakota Ave.  
South Sioux City, NE 68776  
Phone: 402-494-2311